



CENTRAL CAROLINA  
**TITANS**

PROGRAM & CAREER GUIDE



CLARENDON KERSHAW LEE SUMTER

# WHY MAKE CENTRAL CAROLINA TECHNICAL COLLEGE YOUR *first* CHOICE?



## ACCESSIBLE

Campuses located in Clarendon, Kershaw, Lee and Sumter Counties.



## AFFORDABLE

Students that start at CCTC can save an average of \$15,000



## TRANSFERABLE

1800 students with 30+ credit hours have transferred to 258 institutions in 47 states and DC



## JOB PLACEMENT

92% college-wide average job placement rate



## PERSONAL ATTENTION

Average class size of 16 students; 16:1 student to faculty ratio

Connect with us:



[cctech.edu](http://cctech.edu)

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# Reasons to Choose Central Carolina

## 1. RELEVANCE

Studies show that 65% of tomorrow's jobs will require post-secondary education or training beyond a high school diploma, but less than a four-year degree. CCTC is here to provide just that.

## 2. CLASS SIZE

With an average class size of less than 16 students, you'll be assured of individual attention in an environment focused on career-centered learning. From our admissions staff to student support services to faculty and other staff, we're all working to make your path from enrollment to graduation as smooth as possible.

## 3. AFFORDABILITY

You CAN afford college. Our low tuition cost combined with a wide variety of accessible financial aid options makes CCTC one of the best educational values around. In fact, based on the increase in your earning potential as a graduate of the college, you can't afford not to continue your education.

## 4. SUCCESS

Over the past three years, 92% of our graduates have successfully found jobs in their chosen career field or have continued their education through transfer opportunities. Be a part of that tradition.

## 5. TRANSFERABILITY

Our smaller class sizes, lower tuition cost, and flexible course schedules make CCTC an excellent choice for completing your first two years of a bachelor's degree right here at home. Many of our courses transfer to public and private four-year colleges throughout SC and the Southeast.

## 6. PARTNERSHIPS

We are constantly in touch with area employers – from hospitals to heavy industry – to make sure we understand exactly what they need from our graduates today and into the future.

## 7. CONVENIENCE

Classes are taught in nine locations across the four-county area in day, evening, night and Saturday time slots. You can even complete many courses or entire programs of study online.

## 8. FACULTY

Our faculty is the foundation upon which we've built our institution. Their expertise, training and commitment speak for themselves. Here, you'll find personal attention focused on your success as a student.

## 9. TECHNOLOGY

As a pioneer in distance learning and the utilization of instructional technology, CCTC has millions of dollars invested in state-of-the-art simulation labs, instructional computer systems, distance learning software and other technologies to help you succeed as a student and to prepare you for the job market.

## 10. DUAL ENROLLMENT

Gain college credit while still in high school. Current high school juniors and seniors may be eligible to enroll at Central Carolina Technical College through the dual enrollment collaborative agreement between the college and secondary institutions.

# How to enroll: Five Easy Steps

Students are accepted throughout the year for admissions into CCTC.

## Step 1: APPLICATION PROCESS

Complete an application on CCTC's website at [www.cctech.edu](http://www.cctech.edu). Applications apply only to the term for which they are completed.

Next, visit the Titan Start Portal to continue your application process, to include:

- Contact information for your assigned admissions counselor
- Admissions requirements and access for uploading required forms
- General information about your program of study

If you require accommodations, please contact the Disability Services Coordinator at 803-778-7871.

Submit the official final high school transcript for exemption review to Central Carolina Technical College, 506 N. Guignard Drive, Sumter, SC 29150 or [admissions@cctech.edu](mailto:admissions@cctech.edu).

### OPTION 2 - OFFICIAL TRANSCRIPTS

Submit official transcripts for college(s), AP, IB, CLEP, and DSST to [records@cctech.edu](mailto:records@cctech.edu).

### OPTION 3 - TESTING

Go to [www.cctech.edu](http://www.cctech.edu) and select "Testing Center Registration" to schedule an appointment to take the CCTC Next-Generation Accuplacer placement test at a location near you. Testing accommodations are available by contacting the Disability Services Coordinator at 803-778-7871.

## Step 2: ENTRANCE EXEMPTIONS & TESTING

Your assigned admissions counselors will help determine Exemption or Testing Options for entering the college.

### OPTION 1 - EXEMPTIONS

The college accepts ACT, SAT, and recent SC high school transcripts received in the last five years.

\*Exemptions:

- ACT scores in Reading and English subscore 19, Math subscore 18
- SAT scores in Evidence-Based Reading and Writing 480, Math 500
- Recent high school graduates with a Standard South Carolina High School Diploma within the last 5 years may also be exempt based on coursework and weighted GPA of 3.0

## Step 3: ADVISEMENT & REGISTRATION

Your assigned admissions counselor will continue to work with you to advise you for your first semester classes.

Check the Titan Start Portal for your admissions decision, welcome letters, status of official transcripts, your username to access myCCTC and CCTCgo, College's mobile application to:

- Register for first semester classes based on advising from your assigned admissions counselor
- Review financial aid requirements

# Student Services

## Step 4: FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal School Code for CCTC is 003995. For available aid, visit [www.cctech.edu](http://www.cctech.edu), call 803-778-7831, or email [finaid@cctech.edu](mailto:finaid@cctech.edu). Students eligible for Veterans' Affairs benefits, call the VA representative at 803-778-7845.

An official final high school or GED transcript must be submitted to receive federal financial aid.

## Step 5: NEW STUDENT ORIENTATION

Attend New Student Orientation to learn more about student services, first semester activities, and how to become a successful student. Continue to visit your Titan Start Portal to access important information about New Student Orientation event registration. For more information, contact the Student Life Coordinator at 803-774-3336.

Through a vast array of services offered, Central Carolina Technical College seeks to support its students in their quest for success. Whether you're preparing for the next phase of your career or for the steps in your higher education pursuits, CCTC is here to be your partner in learning.

## ACADEMIC ADVISING

Prior to your first semester, you will meet with your assigned admissions counselor to plan a class schedule and discuss program requirements. After the start of your first semester and each semester thereafter, you should meet with your academic advisor to select courses in order to stay on track to graduation.

## BOOKSTORE

The CCTC Bookstore, located in the Student Center on Main Campus, serves the students, faculty, staff and surrounding community by providing textbooks, instructional materials, school supplies, gift items and imprinted apparel. Inventory items include general and medical reference books, study helps, trade books, back packs, greeting cards and other merchandise that contributes to the overall educational experience. There is also a bookstore located at the Kershaw County Campus.

## CAREER SERVICES

The ability of CCTC graduates to enter and hold related employment is one of the most important indicators of the college's success. To help facilitate the transition of students and graduates from the classroom into the world of work, Central Carolina's Career Services Center is active on several fronts, including: maintaining connections with businesses and industries; providing services and workshops that address realistic job market issues; providing

job-related counseling that effectively enables students to prepare résumés, complete job applications, conduct meaningful job searches, interview for employment and understand employment responsibilities; and providing information about employment opportunities and internships. For more information, contact Career Services at 803-778-6600.

### **DISABILITY RESOURCES**

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. Disability Services provides individualized reasonable accommodations and support for students with documented disabilities by advocating for equal access to all programs and services on all campuses. The office of the Disability Services Coordinator is located on Main Campus at 803-778-7871.

### **FINANCIAL AID**

The most common reason students give for not coming to college is they believe they cannot afford college. However, most students have more than one financial aid option available. The mission of the Financial Aid Office at CCTC is to provide access and choice to students who, without such assistance, would not be able to attend an institution of higher learning.

### **LIBRARY**

The Main Campus Library, located in Building M500, extends resources far beyond our physical walls. Our services and holdings ensure that students, faculty and the community are always in reach of quality information. Whether gathering resources in the Library or online, you can find relevant information and access to librarians

for services and support. Select Library resources are also available at outreach locations. There is also a library located at the Kershaw County Campus.

### **SPECIAL POPULATIONS PROGRAM**

The Carl D. Perkins Career and Technical Education Improvement Act provides assistance for the following: individuals with disabilities; individuals from disadvantaged families; single parents; single pregnant women; displaced homemakers; and individuals with other barriers to education, including those with limited English proficiency. Books, child care and transportation assistance may be provided to qualified students. For more information, contact the Special Populations Coordinator at 803-778-6672.



### **STUDENT LIFE**

At CCTC, we want you to have the benefit of receiving a first-class college education. We realize that many lessons you will learn will not be restricted to a physical classroom. Consider the advantages of participating in any of our outstanding student organizations. You will be proud of the opportunities for professional growth and leadership that these student organizations afford. For more information, contact the Student Life Coordinator at 803-774-3336.

## **TITAN LEARNING CENTER**

The Titan Learning Center offers free tutoring and is open to all students enrolled in a course at the college. Tutoring is currently available in the following subject areas: Accounting, Biology, English, Computer Technology and Math. Our goal is to provide academic support to students to improve student academic success and program completion.

## **TRIO SSS**

The TRIO Student Support Services program is in place to increase college retention, graduation and transfer rates of students who meet federal educational or income level guidelines or who are individually diagnosed with a disability. To fulfill this mission, TRIO provides academic support services to all participants who are willing to commit themselves to the requirements of the TRIO SSS program. For more information, contact TRIO at 803-778-7844.

## **TRIO VETERANS UPWARD BOUND**

VUB is a federally funded program designed to prepare, motivate and assist first generation, low-income and at-risk veterans, in the development of academic and other skills necessary for acceptance into and success in a program of postsecondary education. The focus is on improving the academic performance of veteran students through increasing: standardized test performance, retention of completion of the VUB program, post-secondary enrollment and post-secondary completion. For more information, contact the VUB at 803-774-6702.

## **USER SUPPORT SERVICES**

User Support Services provides technical support to the students, faculty and staff of CCTC.

## **VETERANS' BENEFITS**

Central Carolina Technical College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U. S. Code for the following VA educational benefits: VEAP (Chapter 32); New GI Bill - Active Duty Educational Assistance Program (Chapter 30); New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606); Survivors and Dependents (Chapter 35); Chapter 1607 REAP - Provides Educational Assistance to U.S. Armed Forces Reserve; Vocational Rehabilitation (Chapter 31); and Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33). For more information, contact the VA Representative/Financial Aid Counselor at 803-778-7845.

## **VETERANS RESOURCE CENTER**

The Veterans Resource Center (VRC) is dedicated to providing the highest quality support to student veterans, active duty military personnel, and dependents of active duty and veterans in an atmosphere that provides commitment and respect, and fosters camaraderie while stimulating academic excellence. The VRC provides support with career services, academic and life skills workshops, tutoring, and a wealth of available college and community resources.

# CREDIT HOURS REQUIRED TO COMPLETE PROGRAMS

PROGRAM	COMPLETION LEVEL	CREDIT HOURS
<b>University Transfer Programs</b>		
Associate in Arts Degree	University Transfer	60
Associate in Science Degree	University Transfer	60
<b>Business and Computer Science</b>		
Accounting	Associate Degree	69
Administrative Office Technology	Associate Degree	66
Accounting Specialist	Certificate	27
Computer Technology	Associate Degree	70
Computer Specialist	Certificate	40
Cybersecurity	Certificate	35
Entrepreneurship/Small Business Management	Certificate	27
Human Resource Specialist	Certificate	24
Information Processing	Certificate	36
Logistics and Supply Chain Management	Certificate	24
Management	Associate Degree	66
Marketing and Sales for Small Business	Certificate	24
Medical Office Administrative Assistant	Certificate	38
Microsoft Office Applications Specialist	Certificate	18
Office Management	Certificate	30
Supervision and Leadership Foundations	Certificate	27
<b>Public Service</b>		
Criminal Justice Technology	Associate Degree	63/64
Early Care and Education	Associate Degree	68
Early Childhood Development	Certificate	31
Gerontology	Certificate	24
Human Services	Associate Degree	66
Human Services	Certificate	35
Infant and Toddler Care	Certificate	28
Child Care Assistant	Certificate	19
Paralegal	Associate Degree	66
<b>Environmental and Natural Resources</b>		
Environmental Engineering Technology	Associate Degree	63

# CREDIT HOURS REQUIRED TO COMPLETE PROGRAMS

PROGRAM	COMPLETION LEVEL	CREDIT HOURS
Environmental, Health and Safety	Certificate	18
Natural Resources Management	Associate Degree	66
Water Operator	Certificate	18
Wastewater Operator	Certificate	18

## **Nursing and Health Sciences**

Massage Therapy	Certificate	20
Medical Assisting	Diploma	52
Medical Record Coding	Certificate	38
Inpatient Medical Coding	Certificate	20
Nursing	Associate Degree	66
Pre-Nursing Preparatory	Certificate	27
Pharmacy Technician	Certificate	31
Surgical Technology	Diploma	51

## **Advanced Manufacturing and Engineering Technology**

Automotive Diagnostic Technology	Certificate	37
Automotive Technology	Certificate	39
Advanced Air Conditioning and Heating	Certificate	22
Basic Air Conditioning and Heating	Certificate	39
Engineering Design Technology	Associate Degree	67
Basic Machining and CNC Fundamentals	Certificate	32
Advanced CNC Programming	Certificate	19
Mechatronics Fundamentals Technician	Certificate	25
Basic Mechatronics Technology	Certificate	39
Advanced Mechatronics Technology	Certificate	32
Pipe Welding	Certificate	36
Welding	Certificate	36

## UNIVERSITY TRANSFER AND BRIDGE PROGRAMS



# UNIVERSITY TRANSFER ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE

The University Transfer Programs are specifically designed for students whose goal is a baccalaureate degree. The Associate in Arts and Associate in Science degree programs enable students to complete the first two years of college or university work in an affordable, flexible, close-to-home environment conducive to success. University transfer courses are designed to be accepted at South Carolina public four-year colleges and universities. Many private institutions and out-of-state colleges and universities also accept course work.

Central Carolina currently offers 52 university transfer courses. This allows students to complete many of the general education requirements before making the transfer to a four-year college or university. With the assistance of an academic advisor at Central Carolina, students should plan their academic program to meet the requirements of the college or university where they plan to transfer. It is strongly recommended that students consult the transfer college/university to ensure that courses taken at Central Carolina meet the senior institution's requirements for the desired four-year degree. For more information about transferring credit among South Carolina colleges and universities, visit [www.sctrac.org](http://www.sctrac.org).

Central Carolina has admission agreements for graduates of the Associate in Arts and Associate in Science degree programs with the following schools:

- Allen University
- Anderson University
- Benedict College
- Charleston Southern University
- Clafin University
- Clemson University
- Coker College
- Columbia College
- Columbia International University
- Converse College
- Erskine College
- Lander University
- Limestone College
- Morris College
- Newberry College
- North Greenville University
- Saint Leo University
- Salem International University
- South Carolina State University
- Southern Wesleyan University
- Strayer University
- Spartanburg Methodist College
- University of South Carolina
- Voorhees College
- Webster University

Students who graduate with the Associate in Arts or Associate in Science degree and meet admission requirements will enter the transfer college/university with junior standing. In many instances, all general education requirements will have been satisfied (some institutions may require college-specific general education requirements).

**University Transfer**

*Credit Hours to Complete*

	A.A. Degree
	A.S. Degree

10	20	30	40	50	60	70	80	90
<b>Credits</b>								

*Career Cluster: General*

## **ASSOCIATE IN ARTS (A.A.)**

The Associate in Arts (A.A.) Degree program is designed for students who wish to enter fields related to the arts, humanities or social sciences. Related areas of emphasis include elementary education, secondary education, business education, physical education, recreation, English, foreign languages, business administration, public administration, geography, history, international studies, law, political science, psychology, counseling, social work, sociology, journalism, speech and/or theater.

## **ASSOCIATE IN SCIENCE (A.S.)**

The Associate in Science (A.S.) Degree program emphasizes mathematics and natural and physical sciences, and is designed for students who wish to enter fields related to mathematics or the sciences. Areas of emphasis include secondary education, and/or professional areas of health, medicine, engineering, business and computer science.

## **BRIDGE PROGRAMS**

Central Carolina Technical College has agreements with the University of South Carolina and Francis Marion University that allow students to make the transition from CCTC to either USC or FMU as smooth as possible. Recent data shows that students from two-year colleges who transfer to four-year universities are academically more successful than those students who enter directly into the four-year environment.

While the Bridge Programs will enhance eligible students' transitions to both USC and FMU, it is important to keep in mind that the programs do not offer special admissions consideration to students beyond those described in the Bridge Program agreements. All transfer students, including

those in the Bridge Programs, must meet the requirements set forth by academic departments at USC and FMU.

## **USC Non-Residential Bridge Program**

In order to be eligible for the USC Non-Residential Bridge Program, students must complete a minimum of 30 credit hours at CCTC, with a max of 45 credit hours, must only have attended courses at technical schools in South Carolina and must have at least one full semester of course work remaining at CCTC before transferring to USC.

Visit the University of South Carolina website at [https://www.sc.edu/about/offices\\_and\\_divisions/undergraduate\\_admissions/requirements/bridge\\_program/](https://www.sc.edu/about/offices_and_divisions/undergraduate_admissions/requirements/bridge_program/) for more information about qualifications, and to obtain the enrollment form to apply.

## **FMU Bridge**

In order to be eligible for the FMU Bridge Program, students are required to earn a minimum of 22 credit hours from CCTC and achieve a 2.0 grade point average during their freshman year. Students who satisfy FMU's Bridge Program academic requirements will be admitted to the university for the subsequent fall semester without being required to resubmit an FMU admission application.

Visit the Francis Marion University website at <https://www.fmarion.edu/admissions/bridgeprogram/> for more information about qualifications and to apply.

## **TRANSFERRING CREDITS**

Credits earned at Central Carolina Technical College are often transferable to four-year colleges and universities. In fact, students have transferred credits earned at Central Carolina to 258 institutions in 47 states and the District of Columbia. It

is strongly recommended that students consult the college/university to which they are transferring to ensure courses taken at Central Carolina meet the requirements for the desired program of study. Credits not meeting the requirements in a particular program of study may still be accepted as elective credit.

The Statewide Articulation Agreement lists 86 general education courses that are guaranteed to transfer to all four-year public institutions in the state of South Carolina. While these courses are guaranteed to transfer, some may transfer as elective credit and not toward degree requirements. The public institutions include:

- The Citadel
- Clemson University
- Coastal Carolina University
- College of Charleston
- Francis Marion University
- Lander University
- MUSC
- South Carolina State
- University of South Carolina
- Winthrop University

In addition to the public institutions, many private institutions in South Carolina recognize the Statewide Articulation Agreement. The private institutions include:

- Allen University
- Anderson University
- Benedict College
- Charleston Southern University
- Clafin University
- Coker College
- Columbia College
- Columbia International University
- Converse College
- Erskine College
- Limestone College
- Morris College

- Newberry College
- North Greenville University
- Southern Wesleyan University
- Spartanburg Methodist College
- Voorhees College

## ADMISSION AGREEMENTS

Admission agreements make the transfer of credits from Central Carolina Technical College to a four-year institution a smoother process. Admission requirements at the four-year institution must be met and all credits earned at CCTC may not transfer directly into the selected program of study. Certain programs of study are competitive and acceptance into these programs is not guaranteed. In addition to the admission agreement for graduates of the Associate in Arts and Associate in Science degree programs, CCTC has specific admission agreements for the following associate degree programs:

- The Citadel
  - Management
- Clafin University
  - Bachelor of Science in Nursing
- Columbia College
  - Accounting
  - Computer Technology
  - Criminal Justice
  - Early Care and Education
  - Human Services
  - Management
  - Nursing
  - Paralegal
- ECPI
  - Computer Technology
- Francis Marion University
  - Nursing
- Lander University
  - Criminal Justice
  - Human Services
  - Paralegal
- Morris College

Criminal Justice  
Early Care and Education  
Management

Saint Leo University  
Computer Technology  
Criminal Justice  
Human Services  
Management

Salem International University  
Accounting  
Computer Technology  
Criminal Justice  
Management  
Nursing

University of Maryland University College  
Accounting  
Computer Technology  
Criminal Justice  
Management

University of South Carolina  
Early Care and Education  
Human Services

Webster University  
Nursing

## BUSINESS AND COMPUTER SCIENCE CAREERS



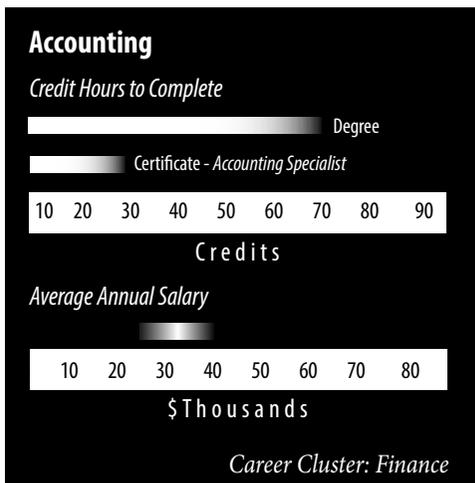
# ACCOUNTING

## About the Career

The career has four major accounting fields: public, management, government and internal auditing. The specific job duties vary widely for each field.

Public accountants perform a broad range of accounting, auditing, tax and consulting activities for clients such as corporations, governments, nonprofit organizations or individuals. Some specialize in areas like forensic accounting and auditing. Management accountants record and analyze the financial information of the companies for which they work. Within accounting departments, they may work in areas including financial analysis, planning, budgeting and cost accounting. Public sector accountants are employed at various levels by federal, state and local governments. Internal auditors verify the accuracy of their organization's records and check for mismanagement, waste or fraud. There are many types of highly specialized auditors, such as electronic data processing, environmental, engineering, legal, insurance premium, bank and healthcare auditors.

Certified accounting specialists often enter into positions such as accounts receivable clerk, accounts payable clerk and payroll clerk. Some specialists prepare basic income tax forms, reconcile bank statements and assist senior accountants with advanced financial reporting. An accounting specialist often develops the skills to work in more advanced positions. Technical skills may include totaling, balancing and reconciling billing vouchers; ensuring completeness and accuracy of account data; and, coding documents according to company policy.



## About the Programs

### Accounting Associate Degree

The Associate Degree in Accounting program prepares students for entry-level accounting positions. Students who complete the Associate Degree in Accounting program attain the skills to compete in highly technical and rapidly changing business environments.

Students learn basic accounting theory and practice hands-on applications of accounting skills. The program prepares students to systematically prepare, interpret and present financial data. Advanced students will develop more technical expertise in a variety of areas such as payroll accounting, cost accounting and taxes so students can tailor their education to meet their individual career goals. The Accounting Programs can be completed online.

### Accounting Specialist Certificate

The Certificate in Accounting Specialist program prepares students for entry-level clerical accounting positions. Students who complete the Certificate in Accounting Specialist program attain the skills to compete in highly technical and rapidly

changing business environments. Students learn basic accounting theory and practice hands-on applications of accounting skills. Students develop a basic understanding of accounting functions in tax procedures and payroll accounting.

The Certificate in Accounting Specialist program curriculum includes management and computer software skills training using popular, up-to-date business software. The Certificate in Accounting Specialist program provides a broad introduction to the accounting field and all courses can be applied toward the Associate Degree in Accounting program.

## ADMINISTRATIVE OFFICE TECHNOLOGY

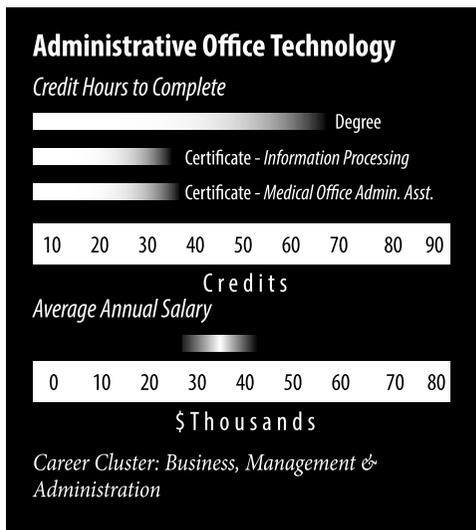
### About the Career

In today's businesses, the duties of an administrative assistant may include coordination of administrative activities, new employee training, office technology maintenance and troubleshooting, online research as well as storing, retrieving, integrating and distributing information. Office professionals frequently use computers to create spreadsheets, compose correspondence, manage databases, and edit and design web pages. Many also use desktop publishing and digital graphics to create reports and documents.

### About the Programs

#### Administrative Office Technology Associate Degree

The Associate Degree in Administrative Office Technology program prepares graduates for a variety of administrative professional positions in an electronic, dynamic global business environment.



The Associate Degree in Administrative Office Technology program teaches a wide range of skills including: keyboarding and input technologies; word processing; spreadsheet creation and use; database management applications; desktop publishing; web page design; presentation graphics; office accounting; effective communication and customer service; and office management skills. Some courses utilize Microsoft Office Specialist (MOS) course materials. Graduates are encouraged to obtain MOS certification.

#### Information Processing Certificate

The Certificate in Information Processing program prepares graduates for a variety of entry-level administrative professional positions in electronic office environments.

Students who complete the Certificate in Information Processing program develop a wide range of skills in the following areas: keyboarding and input technologies; word processing; spreadsheet creation and use; database management applications; web page design or office accounting; effective communication; and customer service. All courses in the Information Processing

Certificate program can be applied toward the Associate Degree in Administrative Office Technology program. Some program courses utilize Microsoft Office Specialist (MOS) course materials. Graduates are encouraged to obtain MOS certification.

## Medical Office Administrative Assistant Certificate

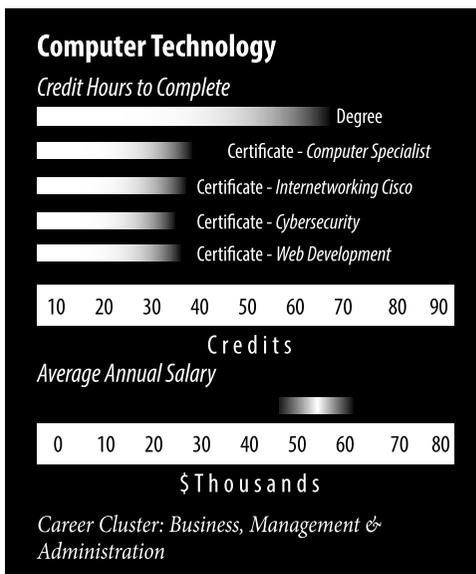
The certificate in Medical Office Administrative Assistance program prepares graduates for entry-level positions in an electronic medical office environment.

Students who complete the Certificate in Medical Office Administrative Assistant program develop a wide range of skills in the following areas: keyboarding and input technologies; medical office terminology and procedures, health information systems management, business document production, effective communication and customer service.

## Microsoft Office Applications Specialist Certificate

The certificate in Microsoft Office Applications Specialist program prepares graduates for entry-level positions in office environments utilizing Microsoft Office applications.

Students who complete the Certificate in Microsoft Office Applications Specialist program develop a wide range of skills in the following areas: keyboarding and input technologies; Microsoft Office spreadsheet; database; and word processing applications; business document preparation, effective communication and customer service.



## COMPUTER SCIENCE

### About the Career

The majority of today’s businesses and organizations rely on computers and information technology to share and store information. IT hardware, software and systems require highly trained workers to maintain and monitor them or to design, develop or modify documents using microcomputer application software.

The field of computer science has created a range of positions from programmers to systems technicians. Career opportunities include computer operator, hardware/software technician, application programmer, programmer/analyst, network technician, network administrator, applications specialist, web specialist, end-user support technician, network/LAN manager, WAN technician or help desk specialist.

Communications and network professionals work in service industries, insurance and financial services firms, government agencies and within manufacturing. Earning

additional vendor certifications — which some employers require — can enhance employment opportunities and qualify applicants for specialized positions. Because technology changes rapidly, computer and IT professionals must continue to enhance the latest skills.

Computer and IT personnel usually work closely with others including help desk support, project management teams and system users. Computer personnel often work in computer labs or offices and in some cases may be required to travel or be “on call” outside of standard business hours to resolve IT problems.

## About the Programs

### Computer Technology Associate Degree

The Associate Degree in Computer Technology program provides students with the opportunity to learn the necessary skills to use state-of-the-art computer systems to solve business and information systems related problems.

The program focuses on problem-solving and decision-making using microcomputers and associated technology. The curriculum includes advanced courses in the areas of programming, web development, networking and cybersecurity. These advanced courses allow students to choose a specific career path in the information systems field.

### Computer Specialist Certificate

The Certificate in Computer Specialist program provides the entry-level skills required for a career in microcomputer operations and support services. The program develops or broadens students’ knowledge of microcomputer software applications, operating systems,

programming, data and Internet communications.

All major courses in the Certificate in Computer Specialist program may be applied toward the Associate Degree in Computer Technology program.

### Cybersecurity Certificate

The Cybersecurity Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for careers in the field of cybersecurity and computer support services. The program is offered for individuals seeking to develop or broaden their knowledge of cyber information and network security. The program introduces students to a variety of topics, such as assessing the security needs of computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and countermeasures. This program is available online.

## MANAGEMENT

### About the Career

Managers provide leadership for businesses and organizations. In their day-to-day duties they work closely with others, including assigned staff and executive leadership in a broad array of environments from manufacturing to administrative. Managers rely on support staff to complete assignments effectively, on time and up to corporate quality standards.

Although many manager positions call for general responsibilities within organizations, some employers have unique job duties or require specialized skills specific to an industry such as human resources, marketing, office administration, sales or retail.

While competition can be difficult for manager-level positions, certain traits and work styles are helpful for candidates. Most businesses prefer managers who exhibit leadership, professionalism and team building skills, as well as the ability to multitask, organize, communicate effectively and utilize up-to-date technology.

## About the Program

### Management Associate Degree

The Associate Degree in Management program prepares students to be successful in any business-related career pathway. The program is designed specifically for those interested in leading others in a variety of management situations and functions. However, today’s organizations need leaders at all levels and this program prepares students with the foundational knowledge, skills and abilities that not only meet the qualifications of the first job but also help students succeed in the long-term.

The curriculum incorporates and sharpens core skills of communication, human behavior, ethics, problem solving, data analysis, technology, business acumen, entrepreneurship and small business management and accounting/finance. The program combines business knowledge with practical application exercises and activities to link the classroom to the “real world” environment. The degree and certificates in this program can be completed online.

### Entrepreneurship/Small Business Management Certificate

The Entrepreneurship/Small Business Management Certificate program is designed to provide a foundation for those seeking to start, build or manage their own business. The program introduces students to a variety of topics, such as assessing organizational



Associate Degree in Applied Science with a major in Management.

### Human Resource Specialist Certificate

The Human Resource Specialist Certificate is designed to provide fundamental knowledge and entry-level skills necessary for a generalist in human resources. The certificate is designed as a first step to the Management Associate Degree, as a credential for those seeking a first job in human resources where a degree is not required, or as a complement to those working in the human resources field who have no prior background in the discipline.

The program offers a broad foundation of knowledge about organizations and how they operate as well as a basic understanding and introduction to key human resources-related tasks. The program introduces students to a variety of topics, such as an overview of the many functions of human resources, principles of management and leadership, employment law, compensation and benefits, and employee selection and retention.

Students may apply courses in the Human Resource Specialist Certificate toward the Associate Degree in Applied Science with a major in Management.

### **Logistics and Supply Chain Management Certificate**

The Logistics and Supply Chain Management Certificate is designed to provide basic understanding and skills in the fields of materials management and transportation of students interested in distribution, transportation operations, warehousing and materials and inventory management for both manufacturing and non-manufacturing operations. Some professional certifications in logistics and materials management can be applied to applicable courses in this certification with approval.

Students may apply courses in the Logistics and Supply Chain Management Certificate toward the Associate Degree in Applied Science with a major in Management.

### **Marketing and Sales for Small Business Certificate**

The Marketing and Sales for Small Business Certificate is designed to provide fundamental knowledge of a wide variety of sales and marketing technique for small businesses, start-ups, retail sales and non-profit organizations who lack a centralized marketing strategy. The certificate focuses on online marketing and promotional strategies and web design as well as face-to-face sales and customer techniques. Upon completion of this certificate, students will be able to develop and implement a comprehensive marketing strategy and learn to work with professional advertisers to create brand, message and image.

Students may apply courses in the Marketing and Sales for Small Business Certificate

toward the Associate Degree in Applied Science with a major in Management.

### **Office Management Certificate**

The Office Management Certificate is designed to provide fundamental knowledge and skills in a wide variety of office management and administration applications to run a one-person or small office or department. The certificate offers a broad foundation of knowledge about organizations and how they operate and includes technical skills in accounting, payroll, supervision, human resources, computer technology, and professional communications to ensure graduates are able to manage all administrative functions to supplement on-the-job knowledge about the particular business or organization.

Students may apply courses in the Office Management Certificate toward the Associate Degree in Applied Science with a major in Management.

### **Supervision and Leadership Foundations Certificate**

The Supervision and Leadership Foundations Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for careers in supervision, management and general business. The certificate is designed for those seeking a first job where a degree is not required, as an enhancement to current job responsibilities or for those in a technical career field seeking general business skills. The program offers a broad foundation of knowledge about organizations and how they operate, such as assessing organizational strategies and practices, applying sound management principles to real-life business situations, and understanding key functions such as business law, human resources, customer service, quality and operations

management. It is beneficial for those who aspire to supervision and management positions as well as those who want a basic understanding of business principles and practices to enhance effectiveness in any position.

This certificate is designed so that it can be completed entirely online, from placement, registration, and the purchase of books and supplies through course completion and graduation.

Students may apply courses in the Supervision and Leadership Foundations Certificate toward the Associate Degree in Applied Science with a major in Management.

## PUBLIC SERVICE CAREERS



# CRIMINAL JUSTICE

## About the Career

Most people depend on law enforcement and criminal justice professionals. Whether protecting safety, property or individual rights, these professionals work in both public and private settings. In most jurisdictions, they are expected to exercise their authority when necessary, even if they are off duty.

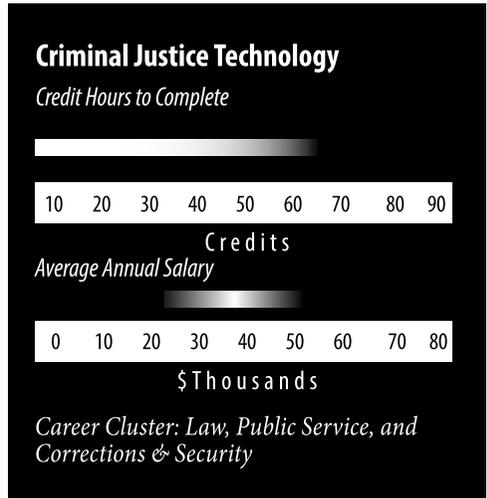
Individuals interested in the areas of law enforcement, criminology, sociology, political science, psychology or social work often gravitate to criminal justice careers. A career can include employment with municipal, county and state law enforcement agencies and court systems; industrial or retail security; social service agencies; juvenile justice; correctional agencies; and court systems.

Some professional criminal justice careers can involve working nontraditional hours, rotating shifts, at night or on weekends. Certain positions may require the carrying of and use of a firearm. Other positions within the field require advanced academy-level training.

## About the Program

### Criminal Justice Technology Associate Degree

The Associate Degree in Criminal Justice Technology program provides a broad understanding of crime from causes to prevention to its effect on human behavior. The program helps in-service students improve their professional qualifications and new students as they prepare for employment with criminal justice agencies.



Students learn about the legal system, and the organization and conduct of criminal justice functions. The curriculum provides essential knowledge of criminal justice agencies' functions, prevalent problems as well as the organizational, legal and social context in which they operate. Courses may be used for recertification credit with the South Carolina Criminal Justice Academy. The Criminal Justice Technology program is located in the CCTC Legal Studies Center in downtown Sumter.

**Specific/Special Admission Information**  
Students should be aware that many positions in the Criminal Justice field require no previous criminal convictions (i.e., DUI, bad check convictions, open container convictions, excessive traffic convictions, etc.). A favorable credit history may also be required for employment.

## EARLY CARE AND EDUCATION

### About the Career

Recent research and interest in the importance of education during the infant and toddler years has led to a growing number of new professional opportunities. Additionally, new state standards and

guidelines recognize the need for appropriate care and educational experiences for children from birth to school-age. For these reasons and others, employment opportunities in early childhood care and education are expected to remain plentiful. The T.E.A.C.H. South Carolina Scholarship program may be available for students already employed in Licensed Child Care.

## About the Programs

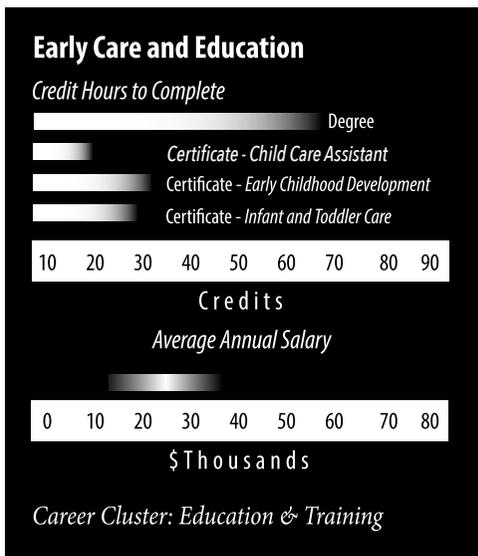
### Early Care and Education Associate Degree

The Associate Degree in Early Care and Education program prepares graduates for employment in a variety of educational and childcare programs for infants through school-age children. Students who complete the Associate Degree in Early Care and Education program are prepared for positions in Head Start, Early Head Start, First Steps 4-K Programs, childcare, after-school care, or as assistants in preschools, kindergartens or special needs classrooms.

While the program does not lead to teacher licensure, transfer opportunities to several senior institutions are available. Several Education (EDU) courses intended for direct transfer into four-year institutions are offered for students whose primary objective is teacher licensure in Early Childhood, Elementary or Secondary Education. The Associate Degree in Applied Science with a Major in Early Care and Education is accredited by the National Association for the Education of Young Children (NAEYC).

### Early Childhood Development Certificate

The Early Childhood Development Certificate program prepares graduates for employment in educational programs



for preschool children. Students gain a basic understanding of young children’s developmental needs and learn how to create a nurturing preschool or after-school program environment. All courses in the Certificate in Early Childhood Development program can be applied toward the Associate Degree in Early Care and Education program. The Certificate in Early Childhood Development allows an associate degree student to specialize in the care of preschool children.

### Infant and Toddler Care Certificate

The Certificate in Infant and Toddler Care program prepares graduates for meeting the specialized needs of children under the age of three. In addition to gaining a basic understanding of young children’s developmental and care needs, students will learn how to create nurturing environments for infants and toddlers. The program also addresses special needs and early intervention. All courses in the Certificate in Infant and Toddler Care program can be applied toward the Associate Degree in Early Care and Education program.

## Child Care Assistant Certificate

The Child Care Assistant Certificate program specifically prepares graduates for assisting classroom teachers in the care and supervision of children in preschool and child care settings. This certificate meets the skill proficiencies of an Early Childhood Educator Level 1 (ECE 1) designated by the National Association for the Education of Young Children (NAEYC) in the Professional Standards and Competencies for Early Childhood Educators. The ECE is expected to demonstrate introductory knowledge and application of the standards and competencies. All courses in the Child Care Assistant Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities are available in assistant positions in child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs and self-employment.

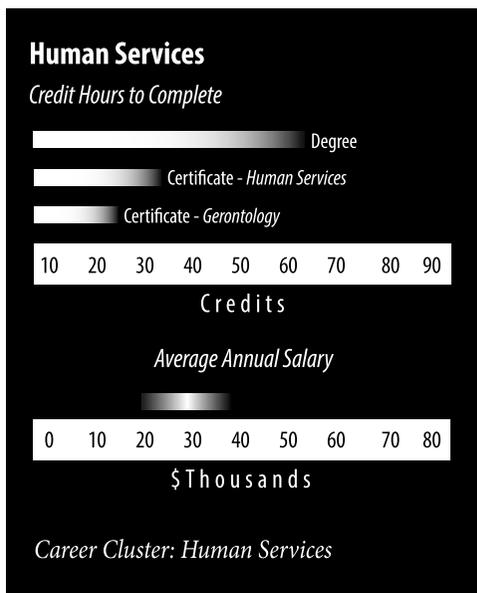
### Specific/Special Admission Information

Prospective students must submit information and fees for criminal background checks, health physical, high school diploma and toxicology screenings prior to admission to practicum classes. Any discrepancy on a criminal background check or toxicology screening may disqualify the student from the program of study.

## HUMAN SERVICES

### About the Career

Human service assistants help social workers, healthcare workers and other professionals provide services to clients to improve their quality of life. The generic term “human service assistant” covers an



array of job titles within the field. Positions stem from the areas of human services, case management, gerontology, mental health, community outreach, social services, youth, client advocacy and other methods of lending assistance. An assistant often works closely with other professionals from fields including psychiatry, psychology and social work. While actual working conditions vary greatly, some assistants work in offices, clinics or hospitals, while others work in group homes, shelters or day programs.

Employment prospects for human services professionals are promising. Many positions require standard work hours of 8 a.m. to 5 p.m., but hours vary from business to business. South Carolina growth trends indicate that programs and services for the elderly, disabled and families in crisis will expand, offering a range of employment opportunities in the human services field.

Human services workers ideally have a strong desire to help others, effective communication skills, a strong sense of responsibility, and the ability to manage time effectively. Some employers and positions may require a criminal background check.

## About the Programs

### Human Services Associate Degree

The Associate Degree in Human Services program trains students to observe clients and record information, conduct client interviews, implement treatment plans, employ problem-solving techniques, handle crisis intervention matters and use proper case management and referral procedures. Topics of study will prepare students for employment opportunities in federal, state and local service organizations.

Program graduates will be prepared to assist a number of populations including the elderly, people with disabilities or mental illness, victims of domestic violence, the homeless, people with chemical dependencies and others.

Students can focus studies to an area of special interest through electives and field placements, which are opportunities for actual field work experience at various approved agencies in the local area.

The Associate Degree in Applied Science with a major in Human Services is nationally accredited by the Council for Standards in Human Services Education (CSHSE).

### Human Services Certificate

The Certificate in Human Services program prepares graduates to become service providers in a variety of human services, particularly in the fields of health, wellness and recovery. This program teaches students the skills that can affect positive impact on clients' lives in a wide range of settings. The curriculum exposes students to intervention techniques appropriate for both individuals and groups. The program includes a semester of field placement at a human service agency in the area.

### Gerontology Certificate

The Certificate in Gerontology program provides students with skills and experience tailored toward meeting the multidisciplinary needs of older adults. The program is ideal for professionals already working with older adults or those who wish to pursue a career in the field. Students will learn about the social, physical and emotional issues facing older individuals and learn how to make a positive impact on the quality of living of older adults. The Gerontology Certificate can be completed online.

### Specific/Special Admission Information

Prior to supervised field placement, students must submit information and fees for criminal background checks. A criminal record could make a student ineligible to complete field placement and graduate from the program.

## PARALEGAL

### About the Career

A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

A paralegal is expected to perform work requiring recognition, evaluation, organization, analysis and communication of relevant facts and legal concepts in a broad range of settings. While paralegals are found in all types of organizations, law firms, corporate legal departments and government offices employ many paralegals and legal assistants. Paralegals can work in many

different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law and real estate.

While a paralegal is not an attorney and is specifically prohibited from practicing law, giving legal advice or representing clients in a court of law, they are an integral part of a legal services team whose responsibility (and compensation) will increase with education, training and experience. Most paralegals work in corporate office environments with standard 40-hour work weeks; however, some positions may require overtime especially if the firm or organization is under pressure to meet a deadline.

## About the Program

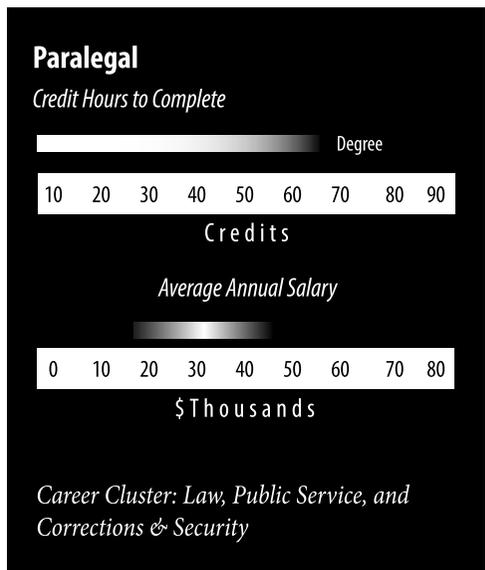
### Paralegal Associate Degree

The Associate Degree in Paralegal program is a concentrated study that includes core knowledge as well as specific legal

concepts such as civil litigation, real estate, family law and workers compensation. Students will learn oral and written communications, computer skills, plus knowledge of humanities and social sciences. In addition to learning roles and functions of law personnel, students will gain an understanding of the court system and the process of civil and criminal litigation.

The Paralegal program is located in the CCTC Legal Studies Center in downtown Sumter.

The Paralegal Program is certified by the American Bar Association.



## ENVIRONMENTAL AND NATURAL RESOURCES CAREERS



# ENVIRONMENTAL ENGINEERING TECHNOLOGY

## About the Career

Environmental technicians apply principles of environmental engineering to modify, test and operate equipment and devices used in the prevention, control and remediation of environmental problems, including waste treatment and site remediation.

Career opportunities in this field can include safety manager, treatment facility operator, engineering technician, laboratory technician and environmental quality technician. Employment opportunities also exist with landowners; local, state and federal agencies; and private industry engaged in the development and stewardship of natural resources.

A strong background in math and science, good communication skills and the ability to work well with others, under adverse/ outdoor conditions, are important traits for environmental technicians. Many technicians perform duties under the close supervision of an experienced technician. Those who perform well often receive more difficult assignments and some progress to supervisory roles.

## About the Programs

### Environmental Engineering Technology Associate Degree

The Associate Degree in Environmental Engineering Technology explores the relationship between people and the environment in which we live. Students will examine the effects of pollution and strategies to minimize or prevent waste to reduce people's impact on the environment. All of the courses are offered online.

### Environmental Engineering Technology

*Credit Hours to Complete*



Credits

*Average Annual Salary*



\$ Thousands

*Career Cluster: Science, Technology, Engineering & Mathematics*

## Environmental, Health and Safety Certificate

The Certificate in Environmental, Health and Safety prepares students for technician careers in fields such as industrial hygiene, industrial safety and health, toxicology, risk management, public health, regulatory compliance and occupational health. All courses in the Certificate in Environmental, Health and Safety are offered online and can be applied toward the Associate Degree in Environmental Engineering Technology.

## WATER OPERATOR AND WASTEWATER OPERATOR ONLINE PROGRAMS

### About the Career

Water treatment plant operators run equipment, control processes and monitor the resulting water to ensure it's safe for human consumption. Wastewater treatment plant operators do similar work to remove pollutants from domestic and industrial waste to ensure it is safe for release into the environment.

## About the Programs

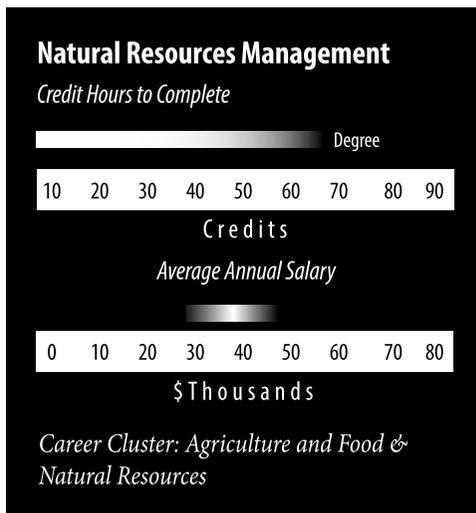
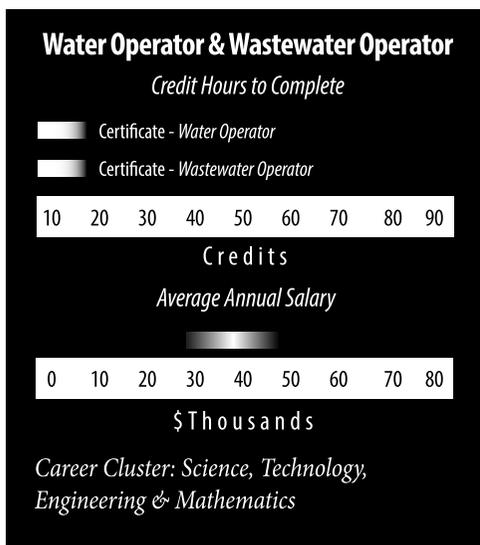
Course work for the Water Operator and Wastewater Operator Certificate programs are offered online and can be applied toward the Associate Degree in Environmental Engineering Technology. Students should be working in the field.

### Water Operator Certificate

The Water Operator Certificate program assists students pursuing a South Carolina Department of Labor, Licensing and Regulation (LLR) Water Treatment and/or Water Distribution License. This license, awarded by the SC Environmental Certification Board, is required to progress in the field. The Water Operator Certificate program is approved by LLR and counts as one year of work experience toward an operator license, after completion of the trainee year and successfully passing the state certification exam.

### Wastewater Operator Certificate

The Wastewater Operator Certificate program assists students pursuing licensing in physical/chemical or biological wastewater treatment from the South Carolina



Department of Labor, Licensing and Regulation (LLR). This license is required to progress in the field. The Wastewater Operator Certificate program is approved by LLR and counts as one year of work experience toward an operator license, after completion of the trainee year and successfully passing the state certification exam.

## NATURAL RESOURCES MANAGEMENT

### About the Career

Natural resource technicians provide technical assistance regarding the management, utilization and conservation of soil, water, forests or related natural resources. Career opportunities exist with landowners; local, state and federal agencies; and private industry engaged in the development and wise stewardship of natural resources.

### About the Program

### Natural Resources Management Associate Degree

The Natural Resources Management

Associate Degree in Applied Science is designed to prepare students for a career in an exciting and expanding field. Success in this field requires the technician to have a broad background in the biological and agricultural sciences. This is achieved through a balance between classroom and outdoor learning activities. Graduates are trained in the proper use, development, conservation, and management of wildlife, wetlands and woodlands. Emphasis is placed on maintaining good wildlife habitat.

Most classes are offered online, but some labs are only offered in a hybrid format with some required on campus or in-field sessions.

# NURSING AND HEALTH SCIENCES CAREERS



# MASSAGE THERAPY

## About the Career

Massage therapists are allied health professionals who provide therapeutic massage services within settings such as spas, healthcare and rehabilitation facilities, hotels and cruise ships. Many massage therapists are independent business owners. Massage therapists are in high demand in health care and the hospitality industry. The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

## About the Program

### Massage Therapy Certificate

The Certificate in Massage Therapy program prepares graduates for work in direct client care settings. Students learn manipulation or massage of the body's soft tissue structures to prevent and alleviate pain, discomfort, muscle spasm, stress and to promote health and wellness. The curriculum provides classroom instruction and hands-on experience in both laboratory and clinical settings. This is a 750-clock-hour program that introduces the student to a variety of modalities, including medical, deep-tissue, neuromuscular, sports massage, spa modalities.\*

### Specific/Special Admission Information

Students must complete a criminal background check and toxicology screening prior to participation in a clinical/practicum experience. Any discrepancy on a criminal background or toxicology screening may disqualify the student from their program of study.



\*Graduates are eligible for specialty certification in Massage Therapy for Integrative Healthcare with National Certification Board for Therapeutic Massage and Bodywork.

# MEDICAL ASSISTING

## About the Career

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

Medical assistants are individuals who assist with administrative and clinical duties of healthcare professionals in physician's offices, clinics, hospitals, nursing homes and laboratories. They work directly under the supervision of a licensed physician. The working environments of health professionals vary widely. Some employees work standard hours while others work part time. The career outlook is very good with job openings expected due to growth and workforce retirement.

## About the Program

### Medical Assisting Diploma

The Diploma in Medical Assisting program prepares graduates with the knowledge and skills to function in an ambulatory medical facility. Upon successful completion of the program, the graduate is eligible to take the Certification Examination as a Registered Medical Assistant-RMA (American Medical Technologists) and/or as a Certified Medical Assistant-CMA(AAMA) (American Association of Medical Assistants). The Central Carolina Technical College Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

### Specific/Special Admission Information

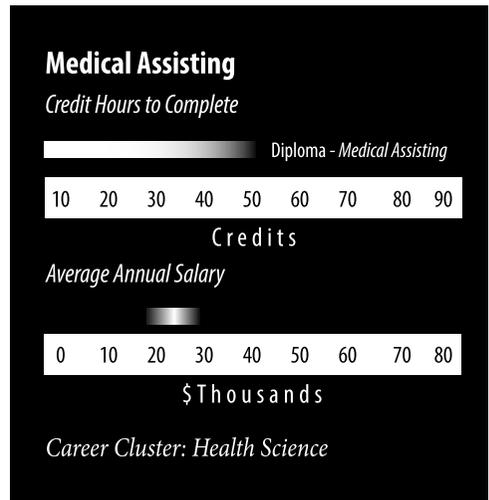
Students must complete a criminal background check and toxicology screening prior to participation in a clinical/practicum experience. Any discrepancy on a criminal background or toxicology screening may disqualify the student from their program of study.

## MEDICAL RECORD CODING ONLINE PROGRAM

### About the Career

The healthcare industry collectively assesses, treats and administers care for millions of people of all ages. It's a growing field that offers many opportunities for employment in direct patient care as well as allied health professionals who assist clinical caregivers.

Medical record coders are health information professionals who focus on medical record management with an



emphasis on procedural and diagnostic coding for reimbursement of professional services performed in healthcare facilities. They are in demand in many healthcare environments including physician offices, clinics, hospitals, skilled nursing facilities and home health agencies.

The working environments of health professionals vary widely. Some employees work standard hours while others work part time or even from home. The career outlook is very good with job openings expected due to growth and workforce retirement.

## About the Program

### Medical Record Coding Certificate

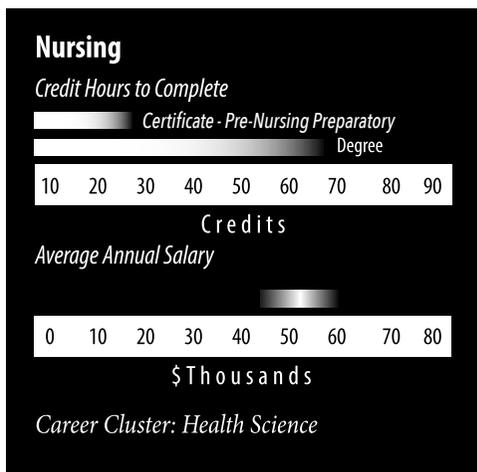
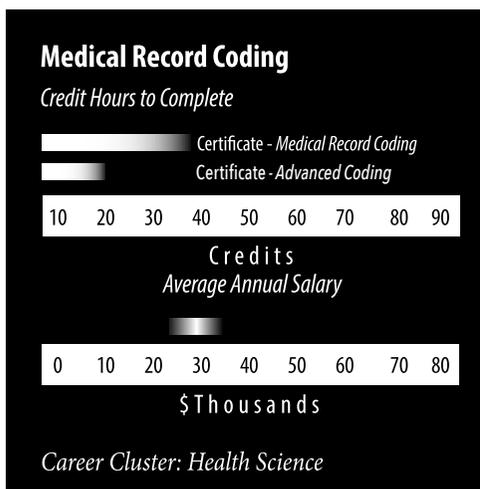
The Certificate in Medical Record Coding (MRCO) program trains health information professionals on detailed medical record management including procedural and diagnostic coding for reimbursement. Students learn medical terminology, human disease process, pharmacology, medical billing, procedural and diagnostic coding and medical records regulations. Upon successful completion of the program, the student may be eligible to take the certification examinations administered by the American Health Information

Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

## Inpatient Medical Coding Certificate ONLINE PROGRAM

The Inpatient Medical Coding Certificate (AMCO) program is designed to prepare Health Information Professionals by focusing on procedural and diagnostic coding for reimbursement of professional services performed in inpatient facility settings. The program includes medical terminology, anatomy and physiology, inpatient procedural coding (ICD-10-PCS) and diagnostic coding (ICD-10-CM) as well as medical regulations.

Upon successful completion of the Inpatient Medical Coding Certificate program, the student is eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC). In order to complete the AMCO program students who have successfully completed the MRCO program need only take HIM 225 and HIM 250. The AMCO program is presented 100% online and is supported with a wide variety of methods and opportunities



for direct contact with the program manager and instructors.

## NURSING

### About the Career

Registered nurses (RNs) provide direct patient care and function in a variety of roles such as provider of care, manager of care, teacher, patient advocate, and member within the discipline of nursing. RNs can also specialize in one or more patient care specialties.

Nurses usually work eight or 12-hour shifts, but employment hours can vary and include days, nights, weekends or holidays. The career outlook is very good with job openings expected due to growth and workforce retirement.

### About the Programs

#### Nursing Associate Degree

The Associate Degree in Nursing (ADN) program prepares graduates for careers as nurses in acute care, long-term care or home health settings. Students receive clinical and laboratory experiences which complement classroom learning and enhance skills in applying principle and associated technology. Due to limited enrollment,

there is a competitive application process for acceptance into the Associate Degree in Nursing program. The program prepares graduates to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing & Regulation Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

## **Specific/Special Admission Information**

Students must complete a criminal background check and toxicology screening prior to participation in a clinical/practicum experience. Any discrepancy on a criminal background or toxicology screening may disqualify the student from their program of study.

For information on accreditation:  
Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, Suite 850, Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

## **PRE-NURSING PREPARATORY**

### **About the Career**

The Pre-Nursing Preparatory Certificate program provides a structured curriculum for students wishing to apply for admission to the Associate Degree in Applied Science Nursing Program. Upon successful completion of the certificate program, the student is eligible for application to the nursing program, however, acceptance is not guaranteed.

## **About the Program**

### **Pre-Nursing Preparatory Certificate**

The Pre-Nursing Preparatory Certificate program consists of 27 semester hours of general education courses to include a majority of the general education courses required in the Associate Degree in Applied Science Nursing curriculum. The certificate program may be completed in 2 semesters.

### **Specific/Special Admission Information**

All developmental courses must be completed prior to certificate program completion. The developmental courses may or may not be prerequisites to courses required in the certificate program. Developmental courses are determined by placement tests taken at the time of admission into the college. The developmental courses do not count for credit in the Pre-Nursing Preparatory Certificate program.

## **PHARMACY TECHNICIAN**

### **About the Career**

Healthcare is a growing field that offers many opportunities for employment in direct or indirect care to patients. Pharmacy technicians are allied health professionals who assist and support licensed pharmacists in providing pharmaceutical services directly and indirectly to patients. Pharmacy technicians assist in the preparation, processing and dispensing of medications, in the control of medication inventory, and in the provision of medication services to pharmacy patients and customers.

Pharmacy technicians work in various healthcare settings including hospital, community, retail and specialized pharmacy practices. Under the direction of a

pharmacist, the pharmacy technician works in compliance with local, state and federal laws to provide optimal pharmaceutical care for the patients they serve.

The career outlook is very good with job openings expected due to growth and workforce retirement.

## About the Program

### Pharmacy Technician Certificate

The Pharmacy Technician Certificate program prepares individuals with the knowledge and skills required for employment in a modern pharmacy. Students gain a broad knowledge of the actions and uses of drugs, dosage calculation, and the proper preparation of medications for dispensing to healthcare providers and patients. The curriculum includes classroom instruction, coordinating texts, laboratory activities and actual clinical experience. Students also learn how to use pharmacy computer programs and equipment.

### Specific/Special Admission Information

Students must complete a criminal background check and toxicology screening prior to participation in a clinical/practicum experience. Any discrepancy on a criminal background or toxicology screening may disqualify the student from their program of study.

Prospective students with current work experience may be eligible for the hybrid program option.

## SURGICAL TECHNOLOGY

### About the Career

Surgical technologists are allied health professionals who work closely with surgeons and other operating room personnel.

### Pharmacy Technician

*Credit Hours to Complete*



*Average Annual Salary*



*Career Cluster: Health Science*

Surgical technologists are integral members of the surgical team. They are responsible for maintaining a sterile environment in the surgical suite as well as assisting the surgeon before, during and after surgery. Surgical technologists provide patient-centered care throughout the surgical experience.

The working environments of health professionals vary widely. Some employees work standard hours while others work part time. The career outlook is very good with job openings expected due to growth and workforce retirement.

## About the Program

### Surgical Technology Diploma

The Diploma in Surgical Technology program prepares students for employment as surgical technologists. Program graduates are prepared to take the National Certification Exam and will be qualified for employment in many aspects of the healthcare industry including operating rooms, emergency rooms, labor and delivery, GI and cardiac catheterization labs, ambulatory surgery centers, sterile supply, private physicians offices and other areas.

The Diploma in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

### Specific/Special Admission Information

Students must complete a criminal background check and toxicology screening prior to participation in a clinical/practicum experience. Any discrepancy on a criminal background or toxicology screening may disqualify the student from their program of study.

## Surgical Technology

*Credit Hours to Complete*

Diploma - Surgical Technology

10	20	30	40	50	60	70	80	90
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Credits

*Average Annual Salary*

0	10	20	30	40	50	60	70	80
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\$Thousands

*Career Cluster: Health Science*

## ADVANCED MANUFACTURING AND ENGINEERING TECHNOLOGY CAREERS



# AUTOMOTIVE TECHNOLOGY

## About the Career

The automotive repair and performance industries are busier than ever. Consumers want more miles and better performance out of their automobiles. In order to provide services for the marketplace demands, dealerships and private automotive shops need a highly skilled professional workforce.

Automotive service technicians inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity or alternative fuels, such as ethanol. They perform basic care maintenance, such as oil changes and tire rotations, diagnose more complex problems, and plan and execute vehicle repairs.

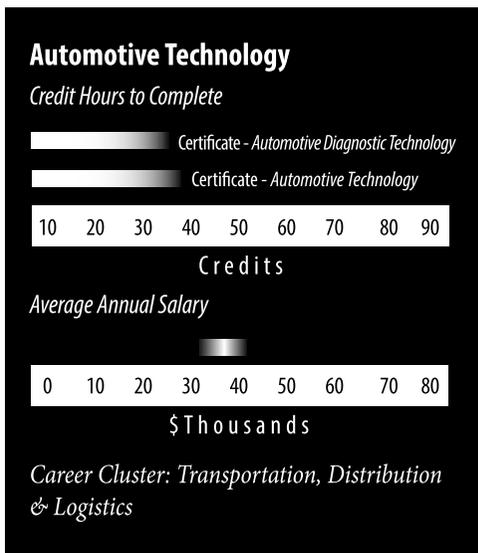
Job opportunities in Automotive Technology include apprentice technician, auto technician, parts specialist, specialty technician, service manager, electrical systems repair, heating and air conditioning repair and engine performance. Job placement opportunities are excellent.

## About the Programs

Instruction in the Automotive and Diagnostic Technology Certificate Programs is designed to provide technology specific training in a combination of classroom and lab settings to prepare students for jobs in the field. Students may begin the certificate programs at the beginning of any semester. Students who successfully complete each semester will receive a certificate for the area of study. The programs teach technical abilities as well as professionalism in the workplace.

### Automotive Technology Certificate

The Certificate in Automotive Technology program provides technology specific training in both classroom and lab settings.



Students will learn technical skills and workplace professionalism to prepare for entry-level jobs in automotive engine repair; drive train repair; and diagnosis of brake, suspension and steering systems.

### Automotive Diagnostic Technology Certificate

The Certificate in Automotive Diagnostic Technology program uses classroom and lab settings to train students for entry-level automotive jobs. Students learn automotive electrical systems repair, heating and air conditioning repair, and engine performance to prepare for careers as apprentice technicians, auto technicians and specialty technicians.

## ENGINEERING DESIGN TECHNOLOGY

### About the Career

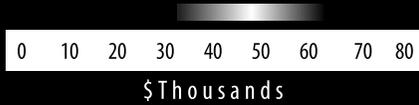
Engineering design is the art and science of creating technical drawings and plans for buildings, bridges, highways and machinery. Engineering design technicians are the drafters of the twenty-first century. The tools are computers with sophisticated, highly specialized software. Employment is found in all types of industries, including

## Engineering Design Technology

*Credit Hours to Complete*



*Average Annual Salary*



*Career Clusters: Science, Technology, and Engineering & Mathematics*

governmental agencies and architectural and engineering firms. Engineering design graduates enter the workplace with skills for success. Excellent employment opportunities are available for graduates, including positions as engineering technicians, drafters and CAD technicians.

## About the Program

### Engineering Design Technology Associate Degree

The Associate Degree in Engineering Design Technology program teaches students the

skills to compete in the rapidly changing field of engineering design technology. Students learn to use computer-aided design (CAD) technology to create technical drawings and 3D computer models as they are applied in industrial, manufacturing, engineering and architectural settings.

## HVAC/R TECHNOLOGY

### About the Career

Heating and air conditioning is rapidly becoming one of the country's largest industries. Already, air conditioning is a must for homes, offices, hotels, hospitals, theaters and industrial plants. New applications of air conditioning, heating and refrigeration theory are announced daily. Job opportunities in heating, ventilation, air conditioning and refrigeration include sales, installation, service technician, maintenance and repair and operations.

### About the Programs

#### Basic Air Conditioning and Heating Certificate

The Certificate in Basic Air Conditioning and Heating program prepares graduates for careers in the heating, ventilation, air conditioning and refrigeration field. Instruction includes both theory and practical work in refrigeration and air conditioning principles, calculations, the study of electrical machinery and various related service courses, including domestic refrigeration and refrigeration piping installation.

#### Advanced Air Conditioning and Heating Certificate

Graduates of the Certificate in Basic Air Conditioning and Heating program may enroll in the Certificate in Advanced Air Conditioning and Heating program to further develop their skills. The program includes both theory and practical work

## HVAC/R Technology

*Credit Hours to Complete*



*Average Annual Salary*



*Career Cluster: Architecture and Construction*

in commercial refrigeration and air conditioning principles, calculations, the study of electrical components and programmable controls.

## MACHINING AND CNC TECHNOLOGY

### About the Career

Because of the fast-growing nature of industrial technology, those who have developed skills in machining and CNC operations are always in demand. Machine operators and machinists usually enjoy job security as well as good wages. Career opportunities for Basic Machining and CNC Technology are excellent, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, machinery sales and service and CNC operator. Career opportunities for Advanced CNC Programming graduates include set-up technician, programmer and CNC machinist.

### About the Program

#### Basic Machining and CNC Fundamentals Certificate

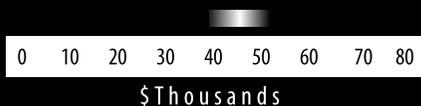
The Certificate in Basic Machining and CNC Fundamentals program teaches blueprint reading, measurement, hand tool use and machine tool operations. Students learn to cut, drill and shape metal into useful components. The program also features training in machine tool and basic computer numerical control (CNC). The Certificate in Basic Machining and CNC Fundamentals program is accredited by the National Institute for Metalworking Skills (NIMS). Students may earn credentials through NIMS while enrolled in the program.

## Machining And CNC Technology

*Credit Hours to Complete*



*Average Annual Salary*



*Career Cluster: Manufacturing*

### Advanced CNC Programming Certificate

The Advanced CNC Programming Certificate develops skills in advanced machining and computer numerical control (CNC) operations. This program teaches the student to take metal and cut, drill, and shape it into useful components. Students may also earn credentials through NIMS.

## MECHATRONICS TECHNOLOGY

### About the Career

Mechatronics is a synergy of several disciplines. It relates to the design, manufacture and maintenance of intelligent electromechanical products and devices. Products that are produced by using mechatronics principles have become an intimate part of human lives in modern industry as well as a key contributor to the United States competitiveness in the global marketplace. Demand for technicians with superior knowledge and experience in mechatronics has drastically increased in the last decade and has become a requirement for the future. Excellent employment opportunities are available for graduates, including positions as maintenance technicians, maintenance mechanics and electrical technicians.

# About the Programs

## Mechatronics Fundamentals Technician Certificate

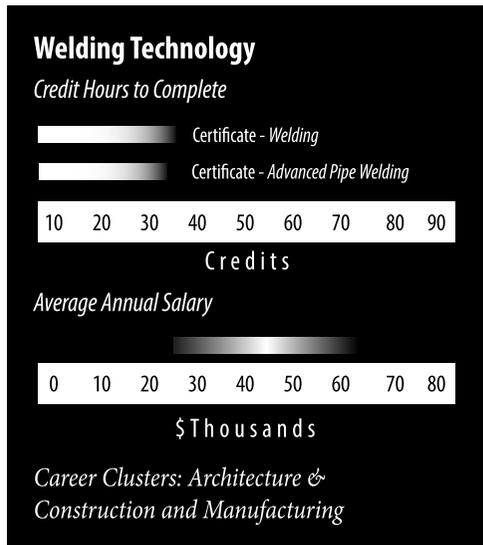
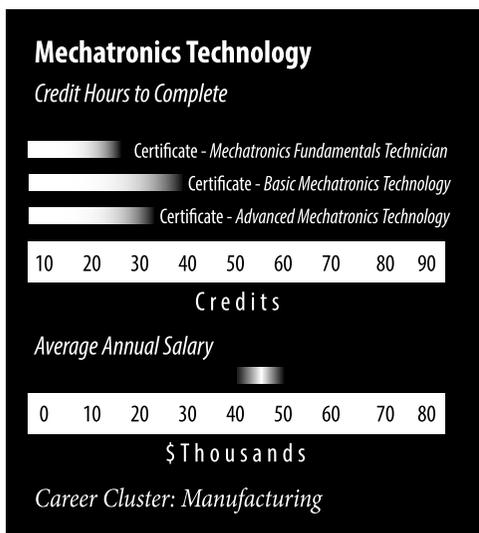
The Mechatronics Fundamentals Technician Certificate program provides graduates with technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the mechatronics fields of electricity, mechanical power, hydraulics, pneumatics, and hand and power tool applications.

## Basic Mechatronics Technology Certificate

The Certificate in Basic Mechatronics Technology program provides graduates with the skills and knowledge to perform basic maintenance and repair of industrial equipment containing both mechanical and electrical components.

## Advanced Mechatronics Technology Certificate

Graduates of the Certificate in Basic Mechatronics Technology program may enroll in the Certificate in Advanced Mechatronics Technology program to further develop their skills. The program provides graduates with the skills



and knowledge to perform technical troubleshooting of industrial equipment containing mechanical, electrical and electronic components.

# WELDING TECHNOLOGY

## About the Career

Welding Technology is a skill that has built this country into what it is today. Welders are skilled technicians that fabricate many of the products we use each day. The growth demand for skilled welders with formal training is at an all-time high. Welding opportunities can be found in traditional manufacturing environments as well as fabrication, construction and equipment repair industries.

Welding is a career that can offer financial security for those with the skills and knowledge. Employment opportunities for Welding Technology graduates are numerous and include erection welders, shipyard welders, welding shop fabrication, maintenance welders, construction welders and structural steel welders.

# About the Programs

## **Welding Certificate**

The Certificate in Welding program provides a thorough knowledge of the techniques of SMAW, GTAW, GMAW, FCAW, oxyacetylene cutting and plasma cutting.

## **Advanced Pipe Welding Certificate**

Graduates of the Certificate in Welding program may enroll in the Certificate in Advanced Pipe Welding program to further develop their skills. Successful students will be able to pass welding tests using the shielded metal arc welding process, gas tungsten arc pipe welds, gas metal arc pipe welds and combination pipe welds utilizing different processes to complete required welds as per required code.

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SC Environmental Training Center and  
Workforce Development  
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Manning, SC 29102  
803.473.2531

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803.774.3337

\*Kershaw County Campus  
90 Campus Drive  
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803.425.8388

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803.483.2282

Legal Studies Center  
111 South Main Street  
Sumter, SC 29150  
803.778.7875

\*Main Campus  
506 N. Guignard Drive  
Sumter SC 29150  
803.778.1961

Natural Resources  
Management Center  
735 Brewington Road  
Sumter, SC 29153  
803.469.2350

\*Shaw AFB Education Center Site  
398 Shaw Drive, Building 501  
Shaw AFB, SC 29152  
803.666.2422

*\*Admissions and Financial Aid  
services available.*

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at: 1866 Southern Lane Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Technical College.

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